

Franklin Public Library

Circulation Policy

(Adopted 08-23-2010)

(Reviewed 08-01-2016)

The Franklin Public Library makes a variety of materials, in a variety of formats, available to all persons on an equal basis. In order to provide for the efficient and equitable circulation of materials, the Library Board sets the following policies regarding length of loan for various materials; limits on the number of items that can be borrowed; renewals; reserves; interlibrary loan; overdue materials; and lost and damaged materials.

Materials/Length of Loan

The library makes the following types of materials available for lending for the stated length of loan period:

Books	14 days
Audio Books	14 days
Magazines	14 days
Puzzles	14 days
Cake pans	14 days
DVDs/VHS	7 days

The library assumes no responsibility for damage caused to a borrower's audio visual or computer equipment.

Reference materials, newspapers, microfilm, current issues of magazines, and special collection materials may not be checked out.

Limits on the Number of Items Borrowed

A maximum of 25 items per card may be checked out at one time, including up to five (5) movies.

New card holders may be limited to the number of items that can be checked out as deemed appropriate by the librarian.

Renewals

Items may be renewed three times unless on reserve for another borrower. Materials presented for renewal which have reserves on them must be returned immediately. Renewal requests can be made in person at the circulation desk, by phone, through the mail, email, or other delivery system.

Reserves

A reserve or hold may be placed on any item that is able to be checked out. The borrower is notified as soon as the reserved material is available. Once notified, the borrower has ten (10) days to pick up the reserved item.

Interlibrary Loan

Material not part of the library's collection can be requested through interlibrary loan. Requests will be taken for items of all formats, including books, audio materials, videos, microfilm, magazine/journal articles and others. No request can be guaranteed; patrons will be notified if, for some reason, their requests cannot be filled. The delivery date of interlibrary loan items cannot be guaranteed. Patrons wishing to request interlibrary loan items must have a library card in good standing. The fee for interlibrary loan is \$2.00 per item received, plus the cost of returning the item to the lending library.

Patrons will be notified when items arrive. Items not picked up by the due date will be returned to the lending library and all fees charged to the patron's library card.

Interlibrary loan items may be checked out for the period specified by the lending library. If requested by patron, an effort will be made to renew interlibrary loan items one time. Renewals must be requested prior to the due date and cannot be guaranteed.

It is important that interlibrary loan items be returned on time. Fines are assessed by the lending library or \$1.00 a day, whichever is greater. Patrons are responsible for the replacement costs of any lost or damaged interlibrary loan items.

Each lending library has its own interlibrary loan policy; it is our intent to honor the policies of those libraries that are willing to share their materials with us.

Overdue Materials

Any item not returned by the due date is overdue. The borrower will be notified by phone or sent an overdue notice. If material is not returned after the first notice, a second notice will be sent. At that time borrowing privileges may be suspended until the matter is resolved.

Fines: 5 cents per day per item – all library items except videos
\$1.00 per day per item – videos/DVDs
Maximum fine cannot exceed the cost of the item

Lost and Damaged Materials

When library materials are lost or severely damaged they cannot be used by others. Each patron will be responsible for materials checked out on his/her card, including fines for late returns, lost items, and items damaged beyond repair. For lost and damaged items, the borrower will pay the material replacement fee, any outstanding fine, and a \$5.00 processing fee. Borrowing privileges may be suspended until the matter is resolved.

The library tries to provide, on a cost-effective basis, materials that fulfill the individual needs of library patrons. In an effort to preserve and manage the library's collection of materials, the Library Board reserves the right to use any lawful means to collect all fines, fees, and penalties owed the library in the event of failure, neglect, or refusal to pay the assessments.